



NAVY COLLEGE OFFICE TUITION ASSISTANCE APPLICATION PROCEDURES

- 1. Select the college you want to attend and classes you want to take. Students who are planning on Tuition Assistance for the first time MUST schedule an appointment with the counselor.**
- 2. Pick up the Tuition Assistance (TA) Application form at the Navy College Office (Bldg. 2189, Room 145). This form can also be accessed at www.navycollege.navy.mil**
- 3. Complete and sign the TA application form.**
 - * Navy Officers using TA must sign both the front and back of the TA Application form.**
- 4. Have your Commanding Officer, Executive Officer, or Officer in Charge sign the completed application form.**
- 5. Submit the completed TA form to the Navy College Office. This form can also be faxed to the Navy College Office.**
- 6. The Navy College Office will contact you within 48 hours to pick up the authorized TA document. This form may also be faxed to you.**
- 7. Turn the approved document into the school when you register.**

If you have any questions regarding the Navy Tuition Assistance Program, please contact the Navy College Office at 301-757-4100, or visit our office in Bldg. 2189, Room 145.